navistream

Simple, Adaptable, Flexible, Affordable Telematics Solution

ELD User Guide

v2.1

By streamline

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Introduction

Navistream eliminates the hassle and the costs associated with paper logs. It's an intuitive electronic logging device (ELD) that was designed with drivers in mind, providing them with considerable savings in terms of time and effort. When drivers log into our electronic logbook software, hours of service are immediately tracked. We monitor drivers' hours in real time, and provide dispatchers with accurate information about driver availability, including duty status, driving time, and remaining hours of service.

Benefits

➢ Making the HOS process more simple and hassle-free
➢ Saving time and money by eliminating manual entry
➢ Improving driver safety and productivity
➢ Avoiding hours of service violations
➢ Eliminating costs associated with breaches in compliance

About Streamline

Streamline Transportation Technologies (STTI) is a Kamloops, BC based Technology Company that specializes in the development and implementation of on-board technology for mobile assets such as trucks, buses, and heavy equipment. Under the banner of Navistream, Streamline has developed a tablet product that is cloud based and web enabled. Navistream gathers over 30 pieces of telemetric information such as speed, location, driver status, product information, asset performance and others through operator input and auto collection devices such as ECM's and GPS receivers. In business for 15 years, Streamline is a leading organization in the provision and implementation of logistics technology solutions and logistics consulting/professional services.
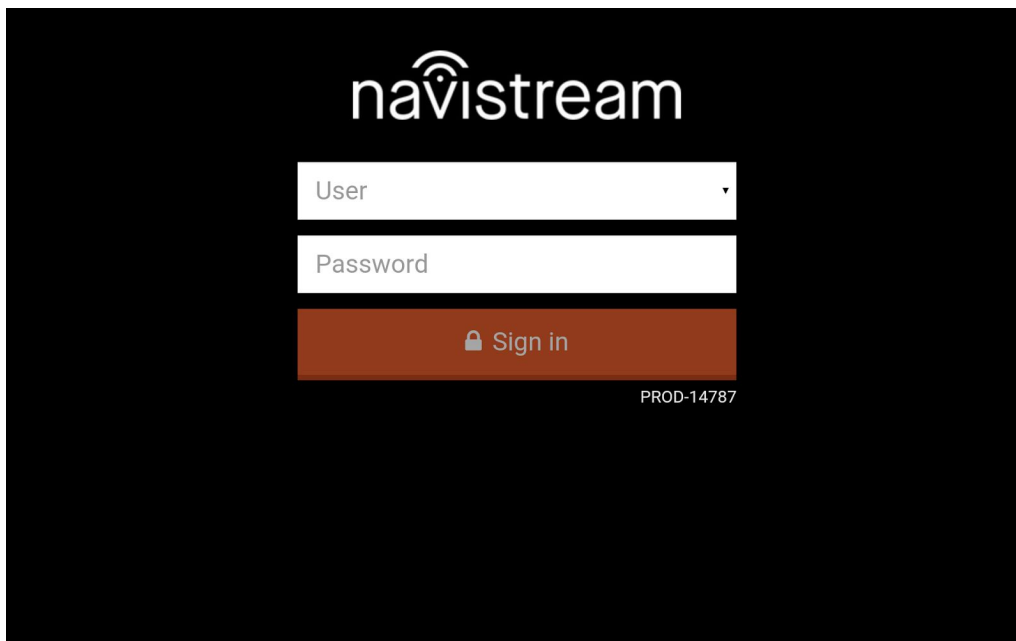
streamline
Innovative provider of transportation technology solutions

Getting Started

Before starting the vehicle ignition, <u>'Power ON' or 'Wake' the tablet</u> - the power button is used for both power cycling and turning the screen ON and OFF.

The Power button is located on the long edge of the tablet near the corner beside the volume UP/DOWN controls. If the tablet is already powered ON, then clicking the power button will 'Wake' the screen. If the tablet is powered OFF, then **press and hold the power button for a few seconds to power ON** the tablet.

When the tablet starts, Navistream will automatically launch and you will be prompted to enter in your login information.

Login screen

The name of the last Driver to login will be pre-populated in the **User** field

1. Touch the **User** field and use the *Search* function to locate your name in the list

2. Touch the **Password** field and enter your password/PIN

3. Select 'Go' on the keyboard or touch **Sign in**

Note: for administrators - only Users with the Role of 'Driver' will be able to log into the tablet

Overview

There are basically 3 sections to the application that comprise actions you will typically perform.
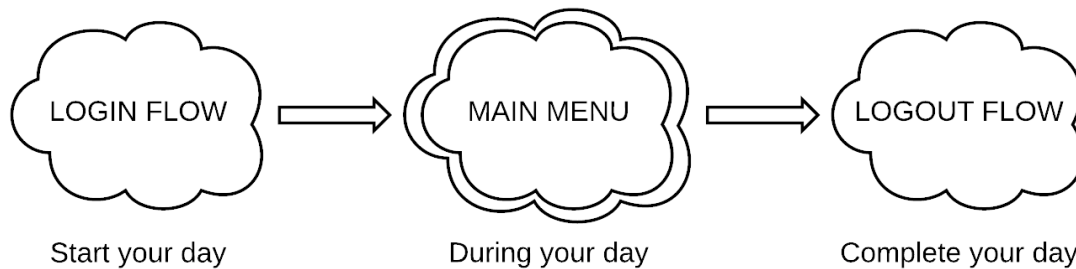
1. Start your day - you'll select a vehicle, sign unsigned logs, start you shift, perform a pre-trip inspection.

2. During your day - you'll perform load and unload activities, take a break, fuel, etc.

3. Complete you day - you'll do a post-trip inspection and end your shift.

Duty Status Changes (DSCs) are inferred by Navistream based on the item you've selected. For example, if you perform an Inspection, that is an on duty activity and Navistream will place you in 'On Duty Not Driving' status. Therefore **your Driver Log is auto-generated based on your interaction with Navistream**.

Note: Driving is automatically recorded on you log based on movement and cannot be altered.

There are a two (2) key on-screen elements you'll see at every point in the application:

Header

‹ Vehicles	Jeff D.	13:17 💬 ⓘ

1. Back button (<) - will take you to the previous screen you were on.

   Note: it is not always enabled. For example, when you first login or when your vehicle is moving

2. Title - this will always show you which screen you're on

3. Name - displays the logged in user (you should see your name here)

4. Time - current time in 24-hour format. Updates accordingly as your timezone changes.

5. Messages icon - you can touch this icon to display the message module. This is basically a text messaging app you can use to communicate with your dispatch. When there is a message for your to view, you'll see the number of messages (1, 2, 3, …) displayed in the icon.

6. Information icon - here you'll find basic information about the status of the *tablet and application* (i.e. the ELD). Also, links to this User Guide and an Instruction Sheet for performing a data transfer to a DoT officer (as requested). Finally, you will be notified by Navistream if there are any issues with the ELD. These will appear as ⚠️Diagnostic and 🔺Malfunction states. Please refer to the end of this User Guide to identify what action (if any) needs to be taken if you see these states appear when using the ELD.

ELD Bar

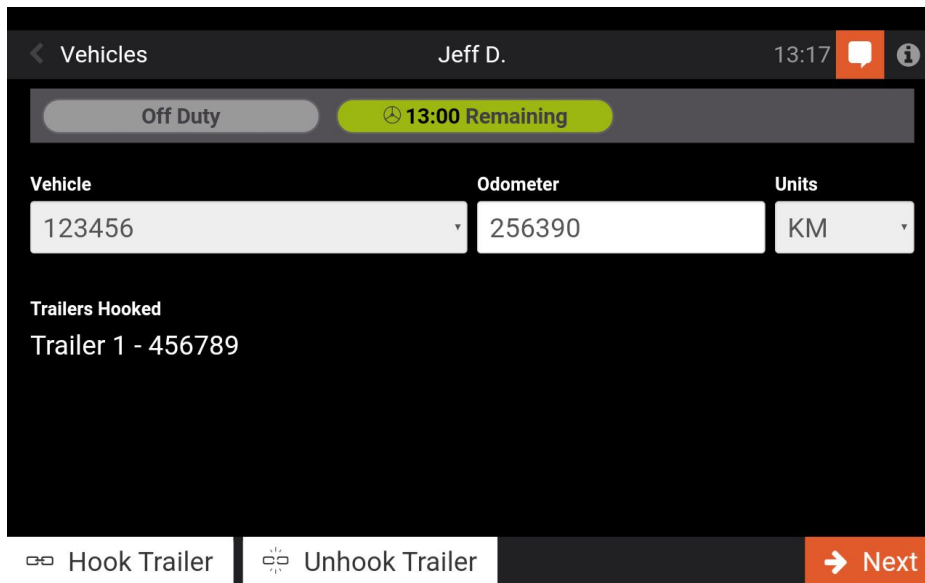| On-duty Not Driving	🕐 13:00 Remaining	Yard Moves ⚪

1. Duty Status - this is your current Duty Status. It'll change based on what selections you make in Navistream.

2. Drive Time Remaining - as your driving this time will decrease accordingly. When you have less than 1 hour available the colour will change to YELLOW. When you run out of time, it will change to RED.

3. Yard Moves - this option displays only when you're in the Activities menu. When enabled, this will prevent you from being triggered into Driving status by the ELD. Start/End events are displayed in your Driver Log.

Login Flow

There are a number of steps you are required to perform before you can start your day and begin Driving. If you Driving before completing the Login Flow you'll be notified to 'Stop and complete your pre-trip inspection'.

Vehicles

This **first step** is where you enter what you current vehicle configuration is.

The name of the last selected Vehicle and connected Trailers (if any) will be pre-populated in the corresponding fields

1. Touch the **Vehicle** field and select the vehicle you're driving today
   a. use the *Search* function to locate it in the list
   b. You can also **Add Vehicle** if your vehicle is not listed
2. Verify your vehicle's odometer is correct
3. Adjust the *Trailers Hooked* if required
   a. Hook Trailer - follow the steps to select a trailer. Select **Done** when finished.
      i. You can also **Add Trailer** if your trailer is not listed
   b. Unhook Trailer - follow the steps to select the trailer to unhook. Select **Done** when finished.

Note: Vehicle and Odometer are mandatory to be completed

Review Hours

The **second step** presents you with many hours you have available to drive based on your selected regulations
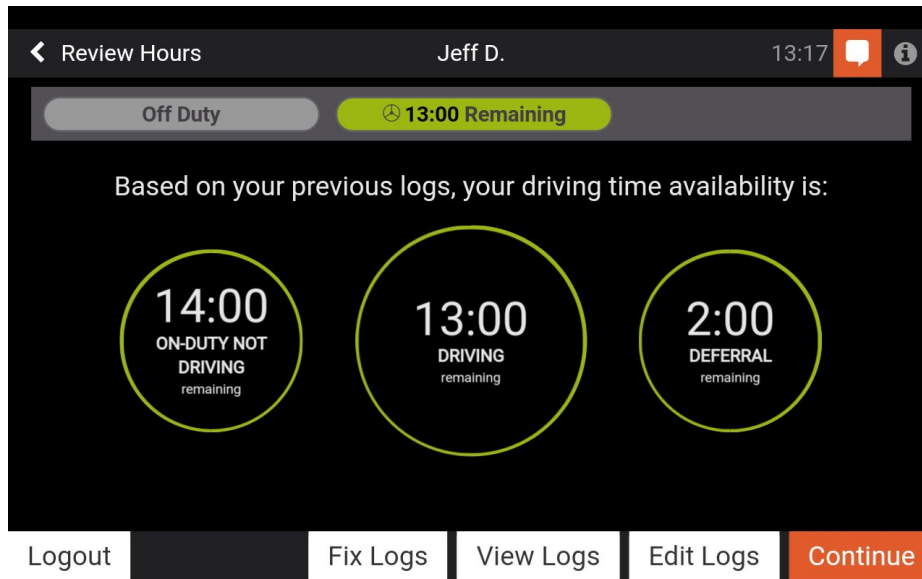
The Deferral dial (to the right) only displays when you've selected Canadian Federal Regulations.
Note: these are the default regulations the first time you login.

To change your Regulations open the ELD menu by selecting the Driver Logs (ELD) option from the main menu and choose Current Regulations. Your selected regulations will persist regardless of the tablet you login to.

1. <u>HOS Dials</u> - these dials indicate whether or not you currently have hours available to you.
   - If you have no hours available, you'll see directly underneath exactly when your shift will restart and hours (based on your current regulations) will be re-allocated to you.
2. <u>Shift reset text</u> - when you're 'Off Duty', this text displays to show you when your shift hours will be reset.
3. <u>Logout</u> - available here if you've logged in to simply check your hours.
4. <u>Fix Logs</u> - quickly add an 'Off Duty' or 'Sleeper Berth' status after your last known Duty Status.
   <u>View Logs</u> - today's and the last 14 days of Driver Logs. The **Actions** button allows you to 'Add a Comment' for the selected day, 'Change Current Regulations' or 'Change Home Terminal' for the current day.
   <u>Edits Logs</u> - you can **Add**, **Edit** or **Remove** any Duty Status except for Driving time detected by the ELD
5. <u>Unidentified Driving Time</u> - presented when Navistream has recorded Drive time with no user logged in

   ⚠ There are 830 Minutes of Unidentified Driving Time

   - Just touch the button and select any Drive time that pertains to you. It will be added to your log.
6. Touch **Continue** to proceed to the next step.

LOGIN FLOW

Sign Logs

This **third step** prompts you to Sign any unsigned logs from the preceding 14 days.

Navistream keeps your last 14 days of Driver Logs.

1. <u>Actions</u> - allows you to 'Add a Comment' for the selected day, 'Change Current Regulations' or 'Change Home Terminal' for the current day.

2. <u>Edit Logs</u> - you can **Add**, **Edit** or **Remove** any Duty Status except for Driving time detected by the ELD.

3. <u>Not Ready</u> - allows you to skip signing a log. Note: you'll be prompted to sign again in the Logout Flow.

4. <u>Sign your log</u> - you'll be presented with the following dialogue:


- o Use your finger or a stylus to write your signature in the box provided.
- o <u>Clear</u> - clears the signature box so you can sign again.
- o <u>Agree</u> - signs the selected log with the signature provided.
- o Navistream remembers your signature regardless of which tablet you login to.

LOGIN FLOW

Choose Status

This **fourth step** is where you indicate whether or not you're starting your shift.
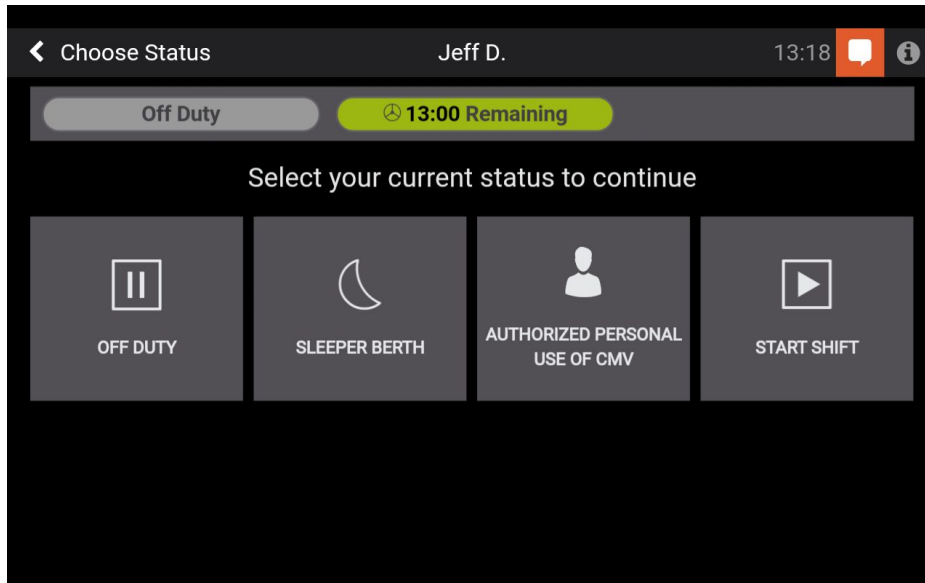
Personal Use doesn't have a distance limitation for Drivers using US Federal Regulations

1. **Off Duty**
   ○ You can use this option if you want to access the Main Menu but remain Off Duty. If this is the case, you can **Skip** your Pre-trip Inspection.

2. **Sleeper Berth** (if equipped)
   ○ If the vehicle you've selected has been setup in Navistream as one with a Sleeper, this option will be available. Your Duty Status will be changed accordingly.

3. **Personal Use**
   ○ This is an 'Off Duty' activity. There is a 75 km limit for Drivers using Canadian Regulations.
     Note: you will be required to unhook your trailers if you have any attached in order to use.

4. **Start/Resume Shift** - typically you'll select this tile when starting your day
   ○ Selecting this will put you 'On Duty'. If you see this tile display 'Resume Shift' it simply means that you previously didn't properly end your shift.

LOGIN FLOW

Pre-Trip Inspection

The **last step** is to perform your Pre-trip Inspection. What you see below if a typical Schedule 'A' inspection

Your Inspection time will display on your Driver Log.

GREEN - defects marled 'Repaired'.

YELLOW - Minor defects.

RED - Major defects.

1. You're presented with an Inspection for each vehicle. The defects from the last Inspection are carried over.
   - Defects are located under the relevant Section and Category
     Note: the example (default) Inspection Template above follows the typical Schedule 'A' form

2. Select a Category item and select a defect
   - Defects are categorized as Major and Minor.
   - If you don't find your defect in the available list you can select 'OTHER' to enter your own.
   - You're then prompted to provide the defect location.
   - Select 'Mark Repaired' or 'Mark Defect'

3. Select **Continue** to inspect on any other attached vehicle(s)

4. When you're done inspection your vehicle(s) select **Done**.

5. Safety Declaration will default to 'Unsafe' when there's a Major defect and 'Safe' for a Minor (change as needed).

6. Finally, you'll need to sign and select **Submit Inspection**

Main Screen

The Login Flow is complete and you're ready to start driving! Tell Navistream what you're doing with a couple touches and your Driver Log will be automatically generated including a number of reports to explain the activity in your day.
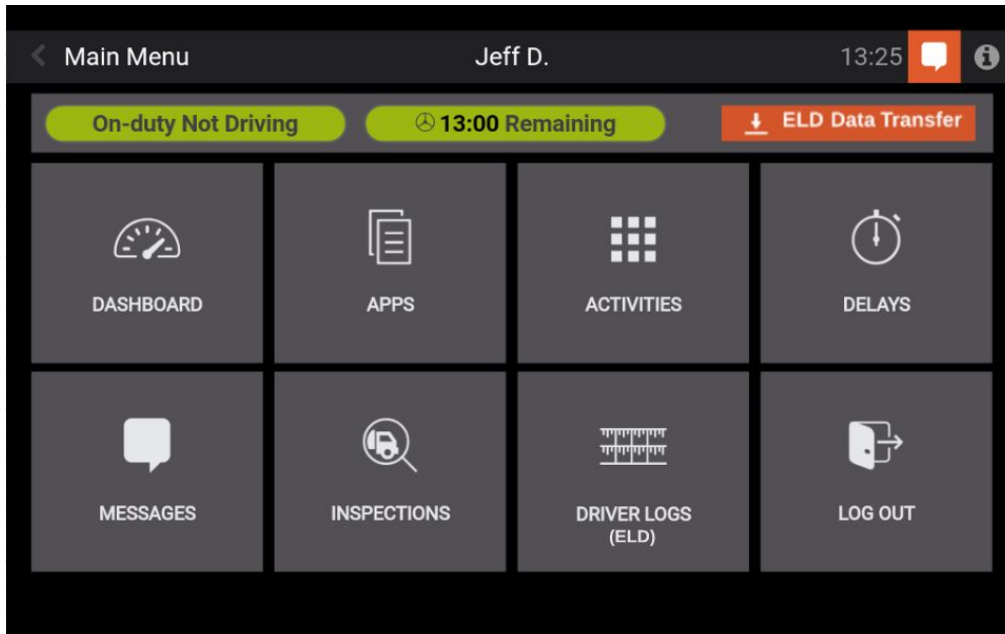
When you're stopped (and not performing any particular activity) the Dashboard will disappear and you'll be presented this screen.

1. **Dashboard** - will automatically appear when you start driving. Displays your speed, performance score, etc.

2. **Apps** - a.k.a Companion Apps, are applications that are certified by Streamline to work along with of Navistream.

3. **Activities** - select this tile when you're going to perform some action (i.e. Load or Unload).

4. **Delays** - select this time when you not performing an Activity but need to capture a time (i.e. Take a break).

5. **Messages** - texting-like module to communicate with your Dispatch.

6. **Inspections** - to view your last Inspection or to start a new one.

7. **Driver Logs (ELD)** - opens the ELD menu which contains everything to do with your Driver Logs (View, Edit, Change Regulations, Approve Edits, Assume Unidentified Driving Time and switch Co-Drivers.).

8. **Log Out** - when you're done for the day OR need to logout and login to another tablet (i.e. switching vehicles).

9. **ELD Data Transfer** - transfer the 14 days of logs to the safety officer during roadside inspection

Note: you can always hit the Back (<) button in the top-left to return to this screen

MAIN SCREEN

Dashboard

When Navistream detects that your vehicle is in-motion, we'll display the driving dashboard. When you're stopped it's removed. You can also manually access the it by pressing the "Dashboard" tile on the Main Menu.
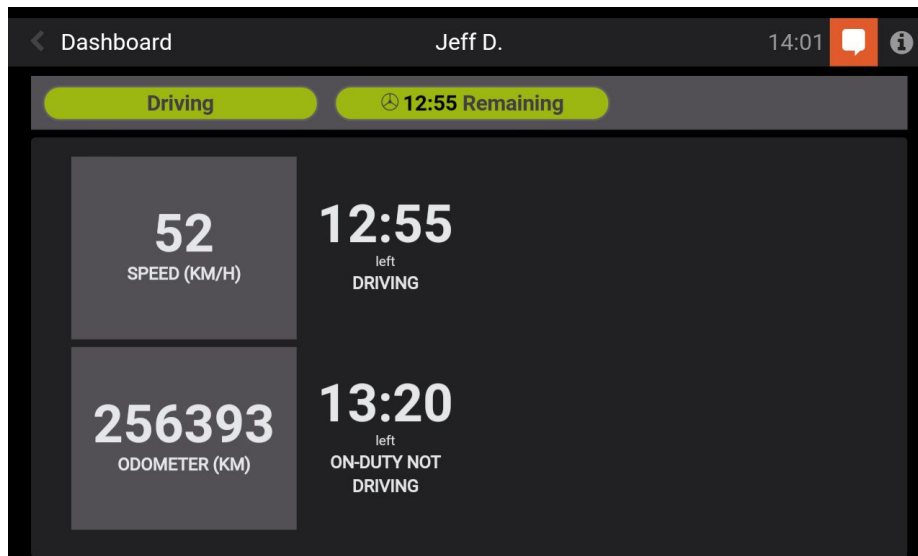

When you're in-motion the Dashboard prevents you from interacting with the system. However, you can acknowledge receipt of a message.

1. Speed - this is your current speed as provided by the engine computer (or GPS if not available)
   - Speeding - speed limits are determined by your administrator. When you're over the allowable speed, the tile will first turn YELLOW to allow you to reduce your speed, then it will turn RED.
     - when the tile is RED a Speed Violation is recorded for your administrator
2. Odometer - provided by the engine computer (or incremented by GPS location if not available)
3. Messages - you can receive messages from a dispatcher while in-motion as well as acknowledge them.
4. Performance points - you'll see a point total display on the right. These are driving parameters set up by your administrator. You'll gain and lose points according to your driving style.

MAIN SCREEN

Apps

This is an optional feature that allows Drivers to access 'Companion Apps' that are certified to run in conjunction with Navistream. These apps can be launched from this tile. If there are no apps available, you won't see this tile.
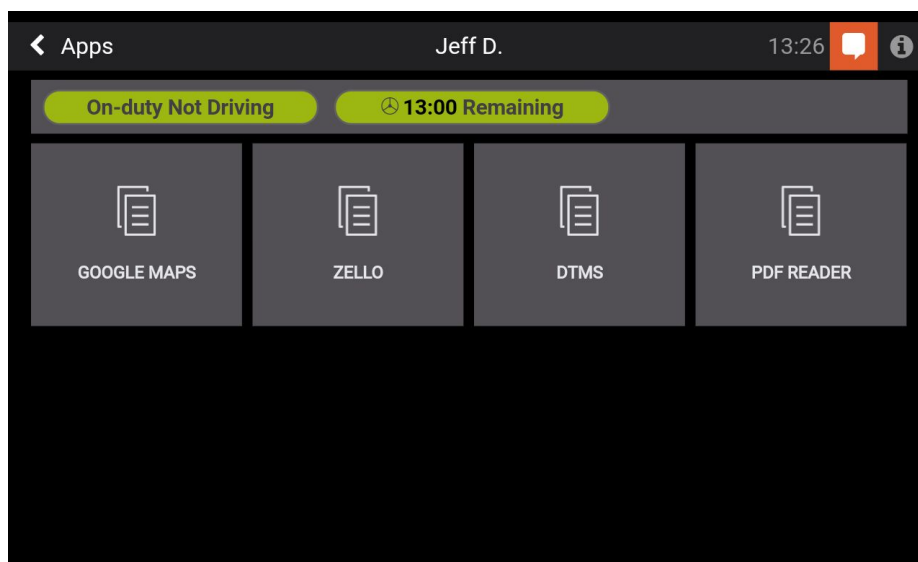

Ask your administrator what Companion Apps are available that could help your day.

1. To launch an app, simply touch the tile. You may get prompted to login to the selected application.
   - Navistream will continue to run normally in the background.
2. To return to Navistream, press the 'Home' button on the face of the tablet.

MAIN SCREEN

Activities

Select this tile when you're going to DO something (like Load or Unload). These are all 'On Duty' activities.
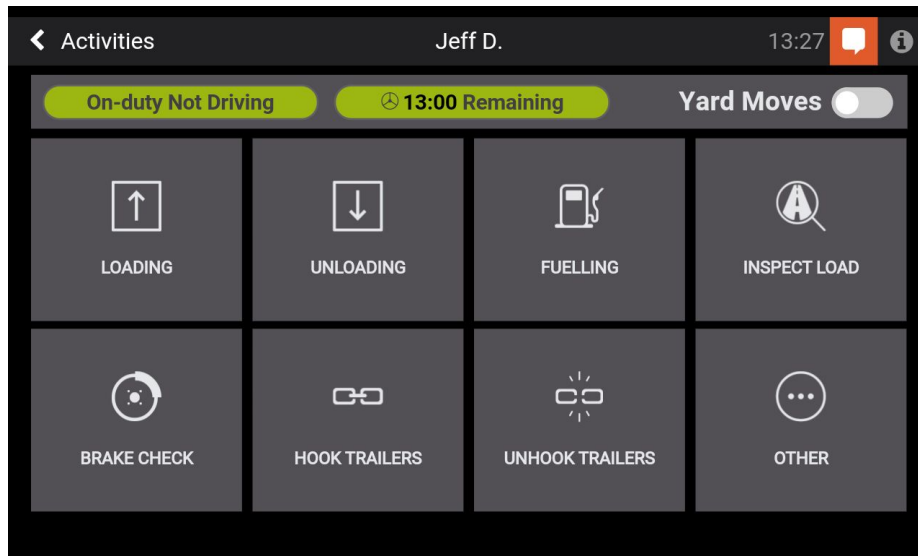
There are jurisdictions that require certain activities to be recorded on your Driver Logs like Brake Check, Inspect Load (i.e. Wrapper Check) or Fuelling. Be sure you enter them and your log will automatically be updated!

1. <u>Loading / Unloading</u> - when you've arrived at your load/unload site, touch 'Activities' > 'Load' or 'Unload'.
   - Waiting to Load/Unload - the timer starts to capture this duration. Here you have the option to 'Take a Break' and go Off Duty. When you're done waiting, select Load/Unload Now.
        - Customers that have a TMS Companion Apps available (like DTMS Mobile), it will be launched for the Driver to manage their order that was dispatched to them.
   - When you're done loading/unloading, hit **Done**.
2. <u>Fuelling</u> - the fuel Amount, Type and Location are required. The last used Type and Location are retained.
3. <u>Inspect Load</u> - a.k.a Wrapper Check, select when you exit the cab, hit **Done** when you're done.
4. <u>Brake Check</u> - select when you exit the cab, hit **Done** when you're done.
5. <u>Hook / Unhook Trailers</u> - when you select a trailer to hook/unhook you'll be prompted to perform a corresponding Pre or Post-trip Inspection for the trailer. If the trailer isn't listed to hook, select **Add Trailer**.
6. <u>Other</u> - select this option if you're performing another activity you'd like to capture (i.e. chaining up, etc.)

➢ ELD Bar - Enabling **Yard Moves** will prevent you from entering 'Driving' status. You must disable **Yard Moves** before you enter a public road. Yard Move started/ended times and locations are recorded on your Driver Log.

MAIN SCREEN

Delays

Select this tile when you're stopped for a specified reason (like Take a break). These can be either 'On Duty' or 'Off Duty'.


There are jurisdictions that require you to take prescribed breaks every 4, 6 or 8 hours during your day.

1. Take a break - this option will place you 'Off Duty'. Some jurisdictions require you to take a minimum break time in order for it to be counted toward your required 'Off Duty' time

2. Accident - considered 'On Duty' time. This delay will auto-complete when you trigger Driving.

3. Traffic - considered 'On Duty' time. This delay will auto-complete when you trigger Driving.

4. Ferry - considered 'Off Duty' time. This delay will auto-complete when you trigger Driving.

5. Sleeper Berth (if available) - this option will pace you in 'Sleeper Berth'. Be sure to note your time when intending to use split-SB rules

6. Roadside Inspection - considered 'Off Duty' time. If pulled over by the DoT/CVSE. Use this to track the time.

7. Other - considered 'On Duty' time. If you'd like to capture your own delay reason (i.e. railway xing, etc.)

MAIN SCREEN

Messaging

This is a texting-like module for you to communicate with your Dispatch.
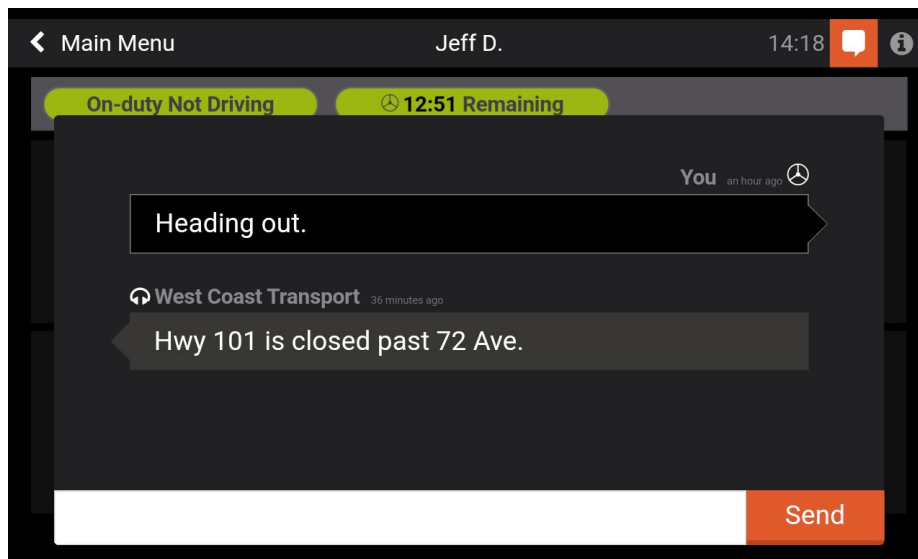
When you have a message waiting you'll see the number in the messaging icon at the top-right.

1. Accessible via the Messages tile or the Messages icon in the top right
   - ○ The icon to launch the Messaging module doesn't function while you're moving
2. Touch the white text box and type your message and press **'Go'** on the keyboard or the **Send** button.
3. Responses from will automatically display
   - ○ If you want to simply acknowledge receipt of a message, touch the message from dispatch and select the 'thumbs up' icon
     - ○ This is the only option available when viewing a message on the Dashboard

Note: messages from the past 36 hours can be accessed on the tablet

MAIN SCREEN

Inspections

Select this tile to view your last Inspection or to create a new one.

Quick access for when you're requested by a DoT/CVSE officer to produce your last Inspection.

1. Select the Vehicle name at the top to view the corresponding Inspection.

    ○ By default the Tractor/Power unit will show.

    ○ All the required items including time, signature, defect item and location are displayed.

2. To record another Inspection, simply select **Create new Inspection**.

    ○ This Inspection will be labeled 'Other' as it's not a Pre or Post-Trip Inspection.

Note: you're able to access your complete history of Inspections by signing into mynavistream.com

MAIN SCREEN

View Driver Logs

Navistream automatically generates your Driver Log based on your movement and interaction with the system.
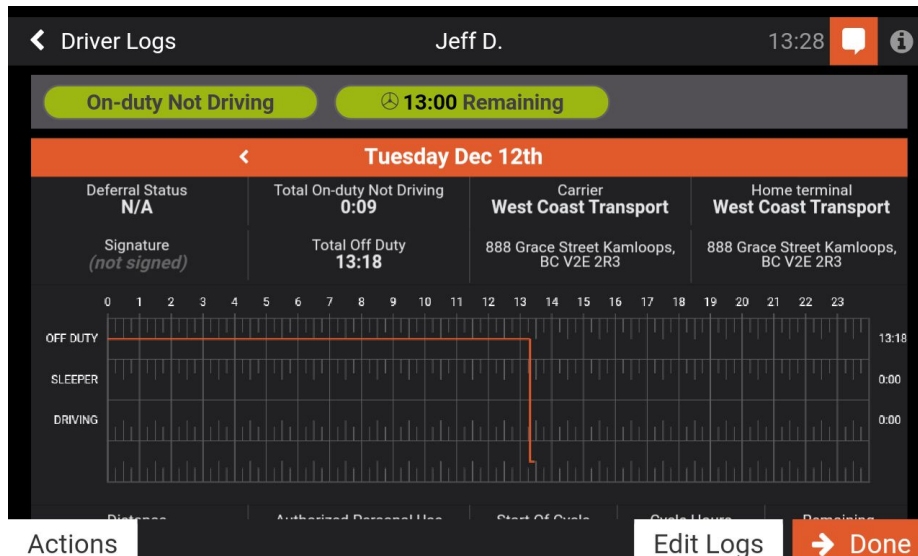
Navistream keeps your last 14 days of Driver Logs.

To change your Regulations go to View Logs > Actions > Change Current Regulations. Your selected regulations will persist regardless of the tablet you login to.

1. Navigation bar - select the arrows to the right and left of the date to navigate forward and backward a day. To jump to a particular day, touch the date and select a particular day from the list.

2. Cycle information - located on today's log directly below the graph based on your selected regulations.

3. Actions - to add text to your log

   ○ Add a Comment - for the selected day

   ○ Add Trip Document - displays in the Comments area.

   ○ Change Current Regulations - choose from the list avail.

   ○ Change Home Terminal - applies today if no Duty Statuses for today. Otherwise it will apply for the following day.

4. Edit Logs - make changes to your Driver Log

   ○ Add - required that you include the time and location

   ○ Edit - change any Duty Status except for Driving time detected by the ELD.

   ○ Remove - except for midnight Duty Status and ELD Driving.
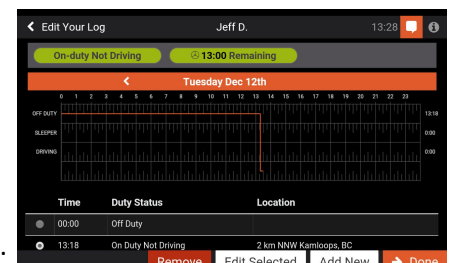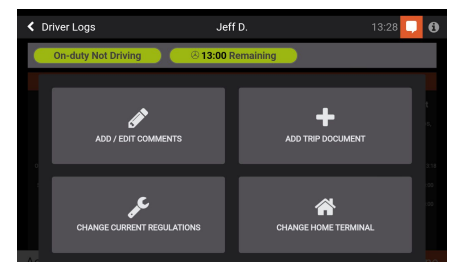
MAIN SCREEN

Logout

Touch this tile when you're ready to complete your day (i.e. End Shift) OR if you're going to continue your shift by logging into another tablet.

Logout Flow

These are the final steps to perform when ending your day.

Post-Trip Inspection

Defects from your last inspection will display be default.

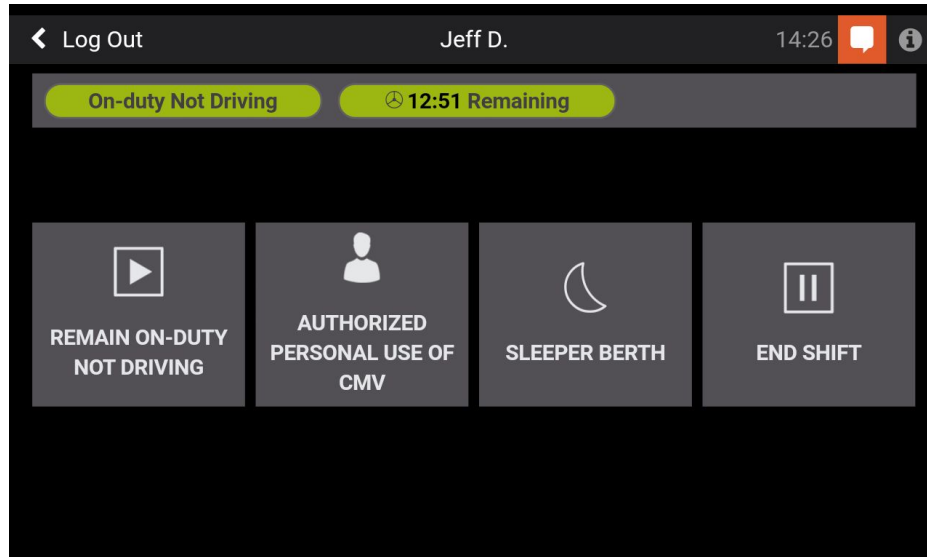Follow the workflow and hit **Submit Inspection** when done.

Review Hours

If your shift has crossed midnight, you'll be prompted to sign the previous day's log when you hit **Continue**

LOGOUT FLOW

Choose Status

The last step is to select whether you're completing your day or not.

Failing to properly log out (i.e. powering OFF the ELD) will leave you on your last known Duty Status. Next time you login you may have no avail hours and have to edit your log.

1. **Remain On Duty Not Driving** - select this option if you plan to login to another tablet to continue your shift.
2. **Personal Use** - you may be prompted to unhook trailers.
3. **Sleeper Berth** (if available) - log you out in 'Sleeper Berth' status.
4. **End Shift** - logs you out of Navistream as 'Off Duty'.

You're Done!

Navistream will now restart and return to the Login screen waiting for the next Driver to login.

Workflow Overview
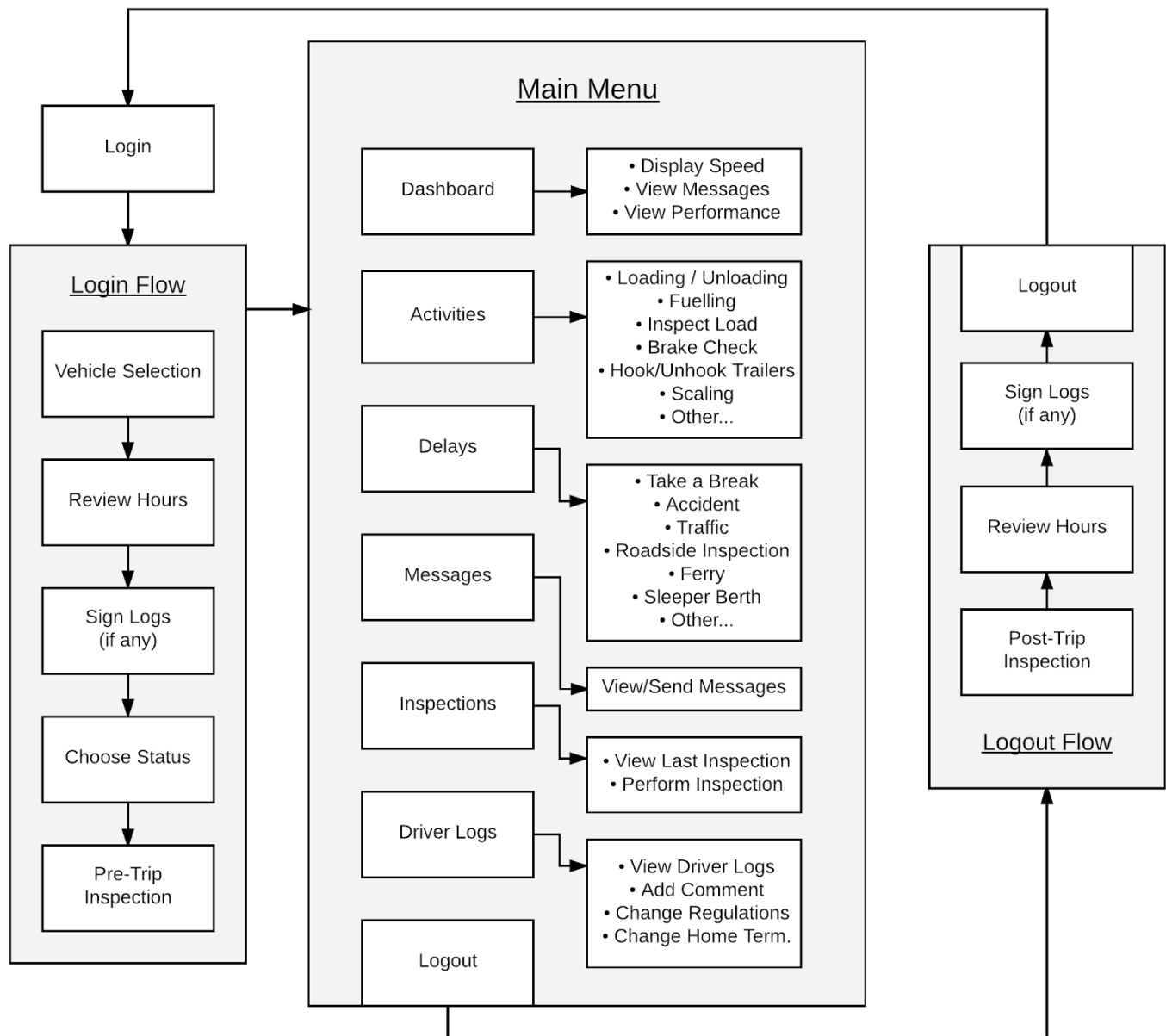
Malfunction and Diagnostics

Condition	State	Definition	Driver recourse
	⚠️ (yellow) ⚠️ (red)	Diagnostic Malfunction	no Driver action required *** we recommend you maintain a paper log ***
MISSING_DATA	⚠️ (yellow)	Required data may be missing from the last ELD event that was recorded.	This should resolve itself after a short while. If it does not, then please contact support.
UNIDENTIFIED_DRIVER	⚠️ (yellow)	If you've been driving your vehicle for more than 30 minutes without logging into the ELD.	Please stop your vehicle and log into the ELD. If you are logged in and this malfunction persists, then please contact support.
POWER	⚠️ (yellow)	The ELD has failed to start up within 1 minute of your engine starting.	
	⚠️ (red)	It's possible that you've missed 30 minutes of driving time due to this.	Please contact your dispatcher to make sure your logs are correct.
ENGINE_SYNCHRONIZATION	⚠️ (yellow)	We have not detected data from the ECM in the past 5 seconds.	1.) Make sure your device USB cable is securely fastened to the ELD 2.) if the problem persists advise your administrator/installer so further troubleshooting can be performed
	⚠️ (red)	We have not detected data from the ECM in the past 30 minutes.	
DATA_TRANSFER	⚠️ (yellow)	The last data transfer test we've performed has failed.	
	⚠️ (red)	We've started testing more frequently and still cannot transfer data.	Testing has concluded that you may be unable to send your onboard documents to an officer should they ask for them. Please have your dispatcher contact support.
TIMING	⚠️ (red)	The time on your ELD may be incorrect.	This should resolve itself after a short while. If it does not, then please contact support.
POSITIONING	⚠️ (red)	You have been moving but we do not have a lock on your GPS location.	This should resolve itself after a short while. If it does not, then please contact support.
DATA_RECORDING	⚠️ (red)	There is an issue saving data on theELD.	Please contact support.

Data Transfer Guide

Supported data transfer mechanisms
- Navistream supports data transfer via Wireless Web Services and via Email.

Step by step instructions for a driver to produce and transfer the ELD records
- When the vehicle is stopped, Navistream presents the Main Menu with the option to transfer the ELD records.
    1. On the ELD Bar at the top of the screen, activate the button labelled '**ELD Data Transfer**'. This opens the single-step data transfer dialog.

    ↓ ELD Data Transfer

    2. Select the method of transfer. The default is Wireless Web Services. The second choice is Email. The safety official will specify which transfer mechanism to use.
    3. Enter the output file comment provided by the safety official.
    4. Confirm by activating the '**Start Data Transfer**' button.
- The transfer status field will indicate the progress of the transfer, and in case of a failure, the error code.

What to do in case of data transfer failure
- Data transfer requires a working cellular connection. When data transfer fails, for example when in an area without cell service, the safety official can elect to try the alternate transfer method, or review the ELD data via display screen.
- If validation fails and results in an error code, the error code can be reported to the carrier support staff who will send it to Streamline support desk using navistream@stti.ca.